

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 05-274

OPENING DATE: 16 September 2005

CLOSING DATE: 17 October 2005

ANTICIPATED FILL DATE: 13 Nov 05

POSITION TITLE AND NUMBER

Supply Technician
PDCN 70189000, MD # 1621-722

UNIT/ACTIVITY AND DUTY LOCATION

United States Property & Fiscal Office (USP &FO)
NCARNG, Raleigh, North Carolina

GRADE AND SALARY (Includes Locality Pay of 11.72%)

GS-2005-07 \$34,149.00 - \$44,395.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is **REQUIRED** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE**: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.

QUALIFICATIONS REQUIREMENTS: Must have twelve months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. Completion of 2 academic years of full -time business school or 2 academic years of education above high school will satisfy the requirements for GS-5. (30 semester hours = 45 quarter hours = 1year) In-service placement actions will be considered when applicable.

KNOWLEDGE, SKILLS ABILITIES (KSA's)

Below are listed the KSA's for this position. Applicants **MUST** address each KSA individually in paragraph format by explaining any civilian and military work experience (**WITH DATES**) that provided that KSA. It is **REQUIRED** that this statement be attached to the application. **Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position.** For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge requisitions, supporting documents, and reference material to perform material coordination.
2. Knowledge of established supply regulations, policies, procedures, and other instructions to perform assignments involving supply and automated systems issues.
3. Knowledge to conduct extensive and exhaustive searches for required information in order to construct records for logistical readiness improvements.
4. Knowledge of computer operating systems and hardware components/peripherals.
5. Knowledge of various STAMIS programs/systems.
6. Ability to follow or provide verbal and written instructions in troubleshooting hardware and software problems.
7. Ability to manage/operate "help desk" functions and deal with a customer base population.

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the NCARNG is mandatory. (E: CMF 15/89 MOS: 63B/D/H/S/W/Z, 88N/Z, 92A/Y/Z)

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPLE DUTIES AND RESPONSIBILITIES: This position is located in the Army National Guard, Director of Logistics, Supply Management Branch. The primary purpose of this position is to provide functional support for the implementation and utilization of automated supply systems and other Combat Service Support (CSS) systems within the state. Advises functional users in assigned supply/CSS systems management and provides operator-level support to units/activities in the state. Reviews supply operational programs and associated automated support systems and as appropriate, develops automated systems problem reports and/or engineer change proposals (ECPs) to improve supply programs. Reviews and assists units/activities in the preparation of problem reports or ECPs developed. Assists the senior/lead systems analyst in the management of CSS systems software involving the receipt, review, validation, distribution, and implementation of systems. Ensures assigned software/interim change packages (SCP/ICP) are applied in proper order. Installs, tests and evaluates assigned supply/CSS software. Identifies requirements and assists in the management and coordination of CSS hardware systems and peripherals involving the receipt, distribution, installation and replacement of systems. Performs systems review and user level assistance. Installs, tests and evaluates CSS hardware. Utilizes CSS hardware floats as appropriate and coordinates exchanges with the senior/lead systems analyst. As appropriate, performs organizational level hardware maintenance. Refers higher-level maintenance requirements to appropriate personnel or activity. Refers systemic problems to appropriate personnel as identified during maintenance of the hardware or in application of software. Provides user-level assistance on supply/CSS operations and automated systems utilization. Troubleshoots assigned systems and resolves operator problems as required. Identifies training requirements for assigned new and established CSS automated systems. Develops, establishes, and maintains training programs as directed. Assists in training or conducts training for user personnel. Assists functional users in installation, start-up and operation of assigned computer systems and application programs. Assists units/activities with CSS automation continuity of operations (COOP) plan development and execution. Reports state automated CSS systems network problems identified to appropriate support personnel. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs.

2. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

DISTRIBUTION:

A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1